

**SIXTH JUDICIAL DISTRICT  
DEPARTMENT OF CORRECTIONAL SERVICES**

**BOARD OF DIRECTORS MEETING**

Date: November 14, 2018

Location: 951 29<sup>th</sup> Avenue SW, Cedar Rapids, Iowa

Board members present: Lisa Green-Douglass, Allan Thoms, Jan Kazimour, Monica Challenger, Kenny Popenhagen, Joe Oswald, Shelby Humbles, Rick Primmer, Joe McHale and Keith Rippy

Staff members present: Bruce Vander Sanden, Greg Fitzpatrick, Kevin Posekany, Angela Brecht, Gabe Schaapveld, Mark Achey

Guests: Josh Lederman, Lederman Bail Bonds and Sergeant Phil Ford, Marion Police Department

**INTRODUCTIONS/WELCOME GUESTS**

Everyone introduced themselves.

**REVIEW OF MINUTES**

Joe Oswald made a motion to approve the October 12<sup>th</sup>, 2018 minutes with the minor clarifications. Shelby Humbles seconded. Motion carried.

**DIRECTOR'S REPORT** – Bruce Vander Sanden reported

- 10/15/18 Drug Treatment Court graduation in Linn County. Art Stead, Rob Hogg and Ashley Hinson attended. It received media coverage.
- 10/16/18 Gabriel Blanchard-Manning (U of IA PD) did implicit bias training. Well received.
- 10/17/18 Wellness fair that promotes staff wellness and safety.
- 10/24/18 Met with Janet Lyness, Johnson Co. County Attorney to review operations and receive feedback.
- 10/30/18 ANCHOR Center dedication and planted a tree. Had a former client speak about her success story. Her speech was very impactful.
- 10/31/18 Annual blood drive: staff and family members donated and they exceeded their goal this year.
- 11/7/18 Had a meeting with Linn County attorney's office. Looking at effectiveness and efficiencies with processes.
- 11/14/18 Annual breakfast of Thanksgiving. Cooked breakfast for staff to show appreciation.
- Lip Sync Challenge videos

**FISCAL REPORT** – Kevin Posekany reported:

- FY19 September
- FY19 Amended Budget

The 6JD DCS is 27% through the year and on target for personnel costs. Property insurance has been paid and that makes that expense line look high.

Mid-year budget amendment is in the packet – received an additional \$126,000 in state appropriation and carry forward was about \$180,000, more than expected. Fed rent projections are down. We forecasted this change.

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### Expenditures:

- Out of state travel: June travel was delayed until July and this ended up being on the FY19 budget.
- The 6JD has upped the utilities on the financial forecast due to hopefully filling the ANCHOR residential facilities to capacity.
- \$287,925 is for the federal housing grant. It is the same amount in and out.
- Outside repairs – wanted to make sure that this was aptly budgeted in case we need it.
- Equipment – have a lot of vehicles getting older and high mileage and need to make sure the 6JD have safe vehicles.

Shelby Humbles made a motion to approve FY19 September fiscal report. Monica Challenger second. Motion carried.

Lisa Green-Douglass made a motion to approve the FY19 Amended Budget. Jan Kazimour Seconded. Motion carried.

### **ADVISORY COMMITTEE REPORTS**

Southern (10/9/18) Good information sharing meeting and it was noted that the Access Center is moving forward. Lisa Green-Douglass said they have done their due diligence to get the property purchased and will start ground breaking soon. A lot of community involvement.

Northern (10/16/18) Bruce Vander Sanden said Heidi Soethout gave a presentation on employment at this meeting and stated the 6JD staff tries hard to get clients livable wage jobs that they will continue once they are off probation/parole.

Client Services (10/11/18) Allan Thoms attended this meeting and thought it was a good meeting. Rob Metzger went over why they are making changes. They are working on adding new committee members and having them meet specific areas of concern. Getting more community services people on the committee. They are going to begin meeting quarterly. Allan Thoms said the ANCHOR Center dedication was well attended and had some legislators there. He was most impressed with the three POs that assisted in developing the new program. He noted everyone had a lot of pride. Bruce Vander Sanden noted that the ANCHOR Center project has been great. Staff are passionate about this and they have developed a great program for women.

\*Allan Thoms thought it'd be great to send Bob Dvorsky a letter of appreciation for all he's done for the 6JD DCS.

Law Enforcement (next meeting 12/5/18)

Cultural Competency (next meeting 12/13/18)

### **OLD BUSINESS**

- Directors Evaluation – Allan Thoms requested an opportunity to go into executive session.  
Ken Popenhagen made a motion to go into closed session at 5:25 p.m. per Iowa Code Chapter 21.5, I.i. Monica Challenger second. Motion approved.

Roll call: Ayes: Allan Thoms, Shelby Humbles, Ken Popenhagen, Joe Oswald, Fred Mims, Lisa Green-Douglass, Rick Primmer, Jan Kazimour, Joe McHale, Monica Challenger, Keith Rippy  
Nays – n/a

Angela Brecht was also in attendance.

Keith Rippy made a motion to go out of closed session at 5:40 p.m. Fred Mims second. Motion carried.

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Roll call: Ayes: Allan Thoms, Shelby Humbles, Ken Popenhagen, Joe Oswald, Fred Mims, Lisa Green-Douglass, Rick Primmer, Jan Kazimour, Joe McHale, Monica Challenger, Keith Rippy  
Nays – n/a

Ken Popenhagen made a motion to accept the evaluation as presented which includes praise for a job well done. As evidenced by the employee survey and self-study, Bruce Vander Sanden is seen as evenly balanced between effective and exceptional in his role as Director. In particular, the strategic plan and employee development are areas where Bruce excels. He is perceived as particularly effective in the areas of accountability, planning, problem solving, and decision making. The Evaluation Committee would like to direct Bruce's attention to the areas of customer & staff relations and leadership. We recommend that in the next year the Board require Bruce to seek additional training in customer & staff relations and leadership. Allan Thoms will present the evaluation to Bruce Vander Sanden after this meeting and thank him on behalf of the Board for a job well done. Shelby Humbles seconded. Motion carried.

- Legislative Night reminder
- Other

### **NEW BUSINESS**

- Other

### **POLICY REVIEW**

- 2332-18 Placement – Transfers
- 2350-18 Count

Fred Mims made a motion to approve the policies listed above. Monica Challenger seconded. Motion carried.

### **CONTRACT REVIEW –**

- IA Consortium for Substance Abuse Research & Evaluation
- Prelude

Shelby Humbles made a motion to approve the contracts listed above. Fred Mims seconded. Motion carried.

### **OUT OF STATE TRAVEL/TRAINING – n/a**

### **PUBLIC COMMENTS –**

Gabe Schaapveld noted that Justin Wheatley and Suzi Fabian were in charge of the Wellington Heights pumpkin giveaway and this event was very successful. There was an article in the Gazette regarding this.

### **OTHER – n/a**

Joe Oswald made a motion to adjourn. Lisa Green-Douglass seconded. Motion carried. Board meeting ended at 5:55 p.m.

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**NEXT MEETING**

The next meeting of the Board of Directors will be on December 14<sup>th</sup>, 2018 @ 1:00 p.m. at the Correctional Services Complex, 951 29<sup>th</sup> Avenue SW, Cedar Rapids, Iowa.

Submitted by Angela Brecht, Board Secretary

Approved by \_\_\_\_\_